



**University of the
Built Environment**
EST. 1919

Patron: His Majesty King Charles III

Horizons, 60 Queen's Road, Reading, RG1 4BS
ube.ac.uk | +44(0)118 921 4696 | enquiries@ube.ac.uk

University of the Built Environment Process for the Award of Honorary Degrees

Version: 6.00
Status: Final
Date: 18/06/2025

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Approval History

Version	Date	Comments	Approver
1.00	29/11/2017	Approved	Academic Board
2.00	28/01/2019	Approved by Chair's Action	Academic Board
3.00	12/06/2019	Approved	Academic Board
4.00	29/10/2021	Approved	Honorary Degrees Panel
5.00	06/07/2023	Approved	Honorary Degrees Panel
6.00	18/06/2025	Approved by Chair's Action	Honorary Degrees Panel

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1. Introduction

The Academic Board of the University of the Built Environment (UnivBE) may award an individual or individuals with an Honorary Degree as a way of acknowledging that they have made a significant contribution to their field and recognising that their work aligns with UnivBE's values and mission.

2. Criteria for Nomination

- 2.1. The award of Honorary Degree should be made to person(s):
 - a) of eminence who has made a significant contribution to the professions aligned with UnivBE, and with whom a formal link would be of benefit to the institution;
 - b) whose achievements relate in some way to the work or values of UnivBE;
 - c) of public profile that will benefit the reputation of UnivBE;
 - d) has contributed to the sustainability agenda .
- 2.2. Individuals who have given exceptional service to UnivBE over an extended period of time may be considered; however, there is no requirement for the person to have had a direct link with UnivBE prior to the award.
- 2.3. There must be clear potential for a lasting relationship with UnivBE.
- 2.4. When making and considering nominations, nominators and reviewers should aim to reflect the diversity of the UnivBE community.
- 2.5. The following excludes someone from nomination for an Honorary Degree:
 - a) An Honorary Degree shall not be given to:
 - current members of UnivBE staff;
 - serving members of the Board of Trustees;
 - a person who has been awarded Honorary Fellow by UnivBE;
 - a person who has previously been awarded an Honorary Degree by UnivBE.
 - b) A person who already holds a UnivBE degree cannot be considered for the same UnivBE Honorary Degree (i.e., the holder of a UnivBE BSc cannot be awarded an Honorary BSc).

3. Awards

- 3.1. The following categories of Honorary Degree may be awarded:
- a) Bachelor of Science (BSc);
 - b) Master of Science (MSc);
 - c) Master of Business Administration (MBA);
 - d) Honorary Doctorate.
- 3.2. The award of Honorary Degrees is not an annual requirement and will often link to a special occasion, such as the Centenary Year Celebration.

4. Nominations Procedure

Please also see the process diagram in Appendix A, which includes the indicative timeline.

Stage 1: Call for Nominations

- 4.1. The process is initiated by the Deputy Vice Chancellor and University Secretary, who makes a (bi)annual call for nominations via email to the following members of UnivBE who are eligible to make a nomination:
- Board of Trustee members;
 - Students and alumni;
 - Current members of staff;
 - Honorary Fellows.
- 4.2. The Deputy Principal may wish to also publicise the nominations process via methods such as the Virtual Learning Environment (VLE), website, and student and staff newsletters.
- 4.3. The call for nominations is made no later than six months prior to the Graduation Ceremony at which the Honorary Degree will be conferred.
- 4.4. The nominations window is open for a maximum period of four months.
- 4.5. Nominations should be submitted to nominations@ube.ac.uk using the Honorary Degree Nominations Form (see Appendix B).
- 4.6. All nominations are confidential, and nominees must not be informed that they have been recommended for an Honorary Degree.

Stage 2: Honorary Degrees Panel

- 4.7. Following the closure of the nominations window, the Honorary Degrees Panel is convened to review the nominations received.
- 4.8. Please see the Honorary Degrees Panel Terms of Reference for details of the panel, including membership.
- 4.9. The Honorary Degrees Panel will consider all nominations received and recommend individual(s) to the Academic Board for receipt of the award of Honorary Degree.

Stage 3: Academic Board

- 4.10. Academic Board will either ratify or reject the award of an Honorary Degree recommended by the Honorary Degrees Panel.
- 4.11. If necessary, the Academic Board may refer the final decision to the Board of Trustees.
- 4.12. The names of those recommended are confidential until approved by the Academic Board (or the Board of Trustees, if the decision is referred), and until offers have been made and accepted by the nominee(s).

Stage 4: Board of Trustees

- 4.13. The list of Honorary Degree recipients is reported to the Board of Trustees.

Stage 5: Graduation Ceremony

- 4.14. Honorary Degrees are conferred at the UnivBE Graduation Ceremony. Where it is not possible for the recipient of an Honorary Degree to attend the Graduation Ceremony in exceptional circumstances alternative arrangements may be made.
- 4.15. The recipient(s) at the Graduation Ceremony will wear the Honorary Degrees gown.
- 4.16. An Honorary Degree does not confer any other right, privilege or status within UnivBE.
- 4.17. The names of all recipients of UnivBE Honorary Degrees are publicised on the UnivBE website and are inscribed on the UnivBE Honours Board at Horizons.

5. Expectations of Honorary Degree Recipients

- 5.1. All Honorary Graduates are expected to develop an embedded role in the UnivBE community and to make an active contribution to the work of UnivBE. This may include, but is not limited to:
- a) Providing guidance, support, and encouragement to UnivBE;
 - b) Providing guest lectures;
 - c) Acting as an Ambassador for UnivBE;
 - d) Promoting UnivBE programmes, etc.
- 5.2. The expectations should be made clear when the offer is made to the potential recipient.
- 5.3. A meeting will be held with the Principal or University Secretary to discuss involvement with UnivBE after a person has accepted an Honorary Degree.

6. Revocation of Honorary Degrees

- 6.1. UnivBE reserves the right to revoke an Honorary Degree if the reputation of UnivBE is likely to be brought into disrepute through continued connection with the individual.

7. Maximum Number of Honorary Degrees

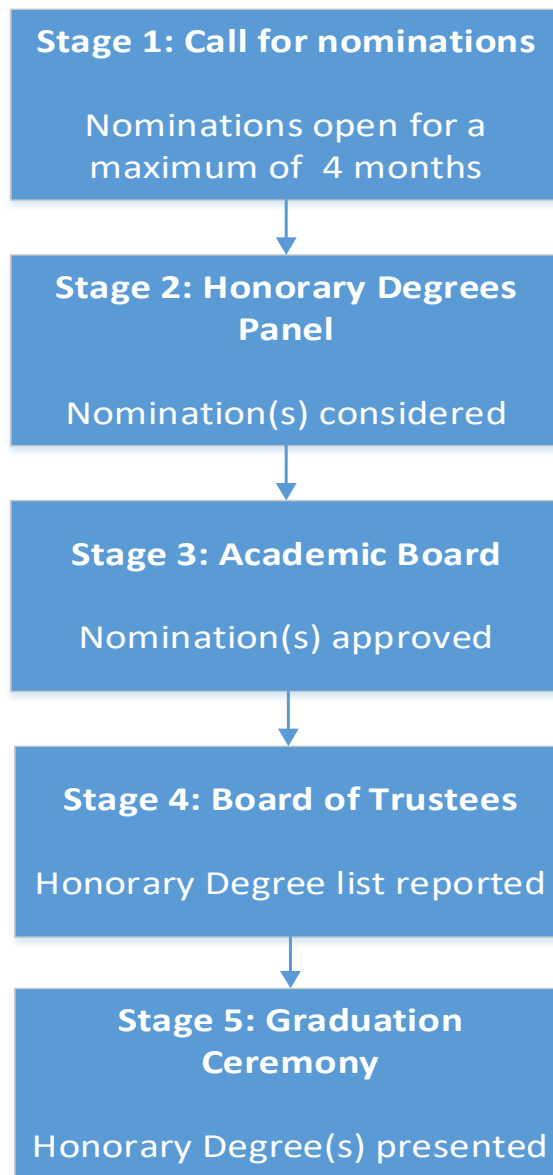
- 7.1. A maximum of four Honorary Degrees in each category may be awarded per annum.

Signed by: 

Jane Fawkes
Chair of the Honorary Degrees Panel

Date: 18th June 2025

Appendix A: Honorary Degrees Process Diagram



Appendix B: Honorary Degree Nomination Form

Honorary Degree Nomination Form

This form should be used for the nomination of a person for receipt of a University of the Built Environment Honorary Degree, in accordance with the University of the Built Environment Process for the Award of Honorary Degrees.

Please provide as much detail as possible, as this will assist the Honorary Degrees Panel in its deliberations (use separate sheets if necessary).

Nominator Details

Full name of nominator:	
Nominator's role at University of the Built Environment: <i>(i.e., Student, Alumni, Board of Trustee Member, Current Member of Staff, Honorary Fellow)</i>	

I wish to nominate the following person for a University of the Built Environment Honorary Degree at the following level (please note this must be completed or the nomination cannot be accepted for deliberation):

- ☐ BSc
- ☐ MSc
- ☐ MBA
- ☐ Doctorate

Nominee's Details

Nominee name:	
Present or most recent position:	
Available contact details:	E-mail: Telephone: Address: Linkedin profile link:

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<p>Does the nominee have a current or previous connection with the University of the Built Environment?</p>	<p>Yes / No</p> <p>If yes, please state the details of the connection:</p>
<p>Highest level of education:</p>	

Reasons for Nomination

If the nomination is successful how would the nominee contribute to University of the Built Environment?

NB: If available, you may prefer to attach a current CV or professional biography for the nominee.

Please note that **nominations should be made confidentially**. The nominee should not be made aware that they have been put forward for consideration, either by their nominator or by any other another party.

Signature of nominator <i>(this may be electronic)</i>	
Date	

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The **closing date for nominations is xxx**. The completed form should be mailed to:

Deputy Vice Chancellor and University Secretary
University of the Built Environment
Horizons
60 Queens Road
Reading
RG1 4BS

Or emailed to: nominations@ube.ac.uk

Privacy and data protection:

At the University of the Built Environment we are fully committed to treating your personal details with the utmost care and in line with our Privacy and Data Protection Policies that can be found on our website. Any personal information which is given to us will be treated with the highest standards of security and confidentiality, in accordance with the UK Data Protection Act 2018.